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Governor

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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

March 25, 2022
NOTICE OF JOB VACANCY
#22-197

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 2
(Special Assistant to the Director – Diversity, Equity & Inclusion)

SALARY: \$91,134.87 to \$132,123.93

LOCATION: Division of Criminal Justice
25 Market Street
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Director of the Division of Criminal Justice (the “Division”) and other members of Division leadership, as well as the Attorney General, or other executive officers in the Division or Department of Law and Public Safety (“DLPS”), the Special Assistant to the Director will serve as a specialist in the area of Diversity, Equity & Inclusion and key social justice and public safety initiatives. The Special Assistant’s workload will be dedicated to two key Administration priorities: 1) the promotion and expansion of impactful DEI initiatives within the Division; and (2) the creation and implementation of policy and procedure in the area of diversion and re-entry – with a focus on the role prosecutors can play at both of these critical touchpoints within the criminal justice system. The Special Assistant will chair the Division’s DEI committee and oversee the development and improvement of existing policies and programming within the Division, consistent with proven best practices in the DEI space, to better serve the Division’s DEI goals. The Special Assistant will also be responsible for tracking the Division’s progress on DEI initiatives, participate in hiring/retention strategic planning, and have direct input and impact on executive level decisions on DEI initiatives. The Special Assistant, in collaboration with the Director, will liaise with the DLPS ODEI staff and leadership. The Special Assistant will also work to develop statewide policy and operational procedures in the area of diversion and re-entry, and will oversee the implementation of pilot programs of said policy initiatives. The Special Assistant will also keep apprised of developments in social and scientific research, grant funding opportunities, best practices, and legislative efforts, in these important areas to serve as an advisor to the Division. The Special Assistant to the Director, working with Division executive and investigative staff, will be responsible for the cultivation / improvement and maintenance of strong working relationships with local, state, and federal law enforcement partners, relevant community stakeholders, the AOC, as well as other DLPS Divisions and State agencies, committed to DEI and social justice issues. The Special Assistant will develop and lead statewide training relevant to their job responsibilities. The Special Assistant may be called upon to represent the Division and/or Attorney General on various Supreme Court committees, councils, specialized committees, and advisory groups; and will perform other related tasks, as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

LICENSE: Appointee will be required to possess a driver’s license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with a demonstrated passion and commitment to promoting diversity, equity & inclusion in the form of procedures and policies for an organization; the ability to work effectively with a broad cross-section of stakeholders; possess excellent written and oral communications skills; prior experience in developing policy or procedure; and experience in managing and/or training prosecutors and law enforcement.

RESUME NOTE: Eligibility determinations are based upon the information presented in resumes only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-197, a current resume, a writing sample (unedited by others), and a completed Division of Criminal Justice Application for Employment, found at: <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of April 8, 2022. Current Division of Criminal Justice employees need only send a resume and cover letter. Required documents must be sent to:

Recruitment Coordinator
LPS.Humanresources@njog.org

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

Applications submitted directly to the Division of Criminal Justice will not be considered.

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

